

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

9 May 1968

To: Training Officers of the Support Services

## SUPPORT SERVICES COURSE

DATES 3 June - 12 July 1968

PLACE 612 Magazine Building and Room 401,  
1000 North Glebe Road

FOR CTs and non-CT young professionals in the Support Services. CT quotas have been reduced for this particular running and for Fiscal Years 1969 and 1970 to ten per course for three courses a year or a total of thirty CTs per year. In order to fill this course, nominations of young non-CT professionals will be accepted from the Offices of the Support Services. The following guidelines are suggested:

a. At least one year of service in the Agency.

b. Grade range of GS-08 through GS-12 (GS-07 or GS-13 officers will be considered on an individual case basis.)

c. A college degree is not mandatory.

d. Career potential and ability to compete on the CT level should also govern selection.

(Over, please)

This document is part of an Integrated file. If separated from the file it must be collected in individual systematic review.

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PRECOURSE WORK	Those selected will attend a briefing on Monday, 27 May in Room 601, 1000 North Glebe Road at 0830.
PROVIDES	One week of the Managerial Grid. Three-day ADP Orientation Course. Two weeks of general lectures and exercises on the organization and objectives of elements of the Support Services. Three-day seminar emphasizing the Headquarters role of Personnel functions, activities, and problems. Three-day seminar emphasizing the Headquarters role of Finance functions, activities, and problems. Three-day seminar emphasizing the Headquarters role of Logistics functions, activities, and problems. Two days allotted to research and supplementary reading.
QUOTAS	Each Training Officer is requested to submit four nominations through his Senior Training Officer to the Registrar, OTR, 832, 1000 North Glebe Road.
REGISTRATION	Closes Tuesday, 21 May 1968.

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